

History--March 2024

Are you making headway on your History Book? Here is a refresher!

- A Appearance – 10 points
1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
 2. Paper: Plain white, 8 ½ x 11 inches.
 3. Page Setup:
 - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
 - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
 - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
 - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
 - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.
- B Arrangement – 10 points
1. Written in third person.
 2. Clear, concise language with correct spelling.
 3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
 4. Be original and unique in thought and presentation.
- C Introduction – 10 points
1. Title Page:
 - a. History of Unit (Name and Number).
 - b. Department of Arizona.
 - c. Date (20__ - 20__).
 - d. Total Membership: _____
 - e. Unit Historian Name and Address should be in the lower right hand corner of this page.
 2. Foreword or Dedication.
 3. Photograph of Unit President (optional), (if used, 5x7 black and white or color).
 4. Prayer.
 5. Pledge of Allegiance to the Flag.
 6. First verse of the "Star Spangled Banner".
 7. Preamble to the Constitution of the American Legion Auxiliary.
- D Historical Content – 70 points
1. List of elected and/or appointed Unit Officers for current administrative year.
 2. List of Unit Chairmen and committee appointments for current administrative year.
 3. List of Department Officers and Chairmanships held by Unit members.
 4. List Department Awards and Citations won by the Unit at the previous Department Convention.
 5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
 6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
 7. Index (optional).

History books are due no later than noon Friday at Department Convention!

Questions? Comments?

Marge Christianson, Dept Historian. (763) 234-9852--call or text; alaunit62az@gmail.com